



AMERICAN EMBASSY, NEW DELHI, INDIA

VACANCY ANNOUNCEMENT NUMBER: 12-112

OPEN TO: Current Employees of the Mission,
U.S Citizen Eligible Family Members (USEFMs),
Eligible Family Members (EFMs),
Members of Household (MOH) - All Agencies

POSITION: Security Investigator, FSN-0705-11, DLA-560009
(Personal Services Agreement)

OPENING DATE: November 14, 2012

CLOSING DATE: November 29, 2012

WORK HOURS: Full-time; 48 hours/week

SALARY: Not Ordinarily Resident (NOR) - Grade: FP-04
Ordinarily Resident (OR) - Grade: FSN-11*
*Starting salary and grade will be determined on the basis of
qualifications and experience, and/or salary history.

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Definitions) MUST HAVE THE
REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR
CONSIDERATION.**

The U.S. Embassy in New Delhi is seeking an individual for the position of Security Investigator in the Regional Security Office.

Applicants must apply on U.S. Mission Application Employment Form and specify the vacancy announcement number. Applications not completed on U.S. Mission Application Employment Form, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)

Only applicants who are selected for the interview will be contacted.

BASIC FUNCTIONS OF POSITION

The incumbent is the principle security advisor to the Regional Security Officer in the RSO Office of Security Liaison and Investigations to provide advisory , guidance , consultation and program assistance , training support liaison which refers to both training for the staff (locally

and US based) and training that is offered by the USG by ILEA (International Law Enforcement Academy) to the GOI, and other assistance towards the comprehensive goals and responsibility of the Regional Security Office and organize plans, coordinates and supervise the daily activities of the Office and is responsible for the direct supervision of six investigators and two support staff.

The incumbent is also responsible for the following administrative duties:

- At the direction of the Deputy regional Security Officer and as the senior professional of the RSO's Indian staff, incumbent initiate and coordinate all senior level security liaisons.
- The incumbent is authorized to initiate appropriate liaison with the concerned offices involved to facilitate RSO programs and to act at the behest of the Embassy. This will include negotiations on security requirements, program issue of OSAC, Reward Program and Interpol liaison, VIP visits and the mutual exchange of information.
- Advise RSO and DRSO on terrorist activities by keeping abreast of the daily news by monitoring all major Indian daily news papers.
- Ability to cultivate and utilize contacts is the key to the success of the reporting and analysis.
- Incumbent is the lead Senior FSN security representative and as such at the direction of the RSO or DRSO will negotiate protective security requirement with the GOI on behalf of the US Embassy, the Diplomatic Security Service, US Secret Service and other Federal Agents and Agencies.
- Assist the RSO in planning, organizing and coordinating and if necessary, directly participate in the protection of senior US government officials and handle the security coordination and liaison of VIP visits as assigned by the ARSO for the appropriate action at the appropriate levels within the GOI, including all Ministry contacts.
- Act as the RSO's primary OSAC coordinator, maintaining contact lists, attending OSAC meetings and assists in general Council activities and programs. As necessary, create reporting cable for DS/OSAC Washington that will become part of the DS OSAC report to the Secretary.
- Assist with investigate tasking of complex and sensitive natures, particularly those that require high-level interaction with the host government and may have a bilateral impact.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. University degree in either of these disciplines is required: Commerce/Humanities/Science.
2. Minimum ten years of progressively responsible experience in investigative work with a police, private security, US Government Organization is required.
3. Level IV (Fluent) in English and Hindi is required. **(When applying for the position, please indicate your level of proficiency for these languages)**
4. Good working knowledge of MS-Word, MS-Excel and Email applications.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position should submit the following:

1. Universal Application for Employment as a Locally Employed Staff or Family member (DS-0174) is available on website http://newdelhi.usembassy.gov/job_opportunities.html **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Definitions); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-0214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

U. S. Embassy

Human Resources Office
Attention: S/HRO
Shantipath, Chanakyapuri
New Delhi 110 021

Or

FAX: 2419-8056

Or

E-mail: NewDelhiVacancies@State.gov

POINT OF CONTACT

Telephone: 24198227/24198369

Please insert **12-112** (Vacancy Announcement Number) in the Subject of the E-mail.
Applications without the Vacancy Number or with incorrect Vacancy Number will not be accepted.

DEFINITIONS

1. **Eligible Family Member (EFM)**: An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number
- D. Date of Birth
- E. Place of Birth
- F. Dates Available for Work
- G. First, Middle, & Last Names as well as any other names used
- H. Current Address, Day, Evening, and Cell phone numbers
- I. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No; if yes, provide number*)
- J. U.S. Social Security Number and/or Identification Number
- K. Eligibility to work in the country (*Yes or No*)
- L. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- M. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- N. Days available to work
- O. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- P. U.S. Eligible Family Member and Veterans Hiring Preference
- Q. Education
- R. License, Skills, Training, Membership, & Recognition
- S. Language Skills
- T. Work Experience
- U. References

CLOSING DATE FOR THIS POSITION: (November 29, 2012)

The U.S. Mission in New Delhi provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.